



## Instructions for the Planning Section Chief

Follow the instructions below to complete the work initiated in Session #4 and lead your Agency's continuity planning effort to conclusion.

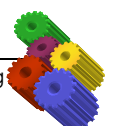
### 1. Functional Continuity Chapters – Operations Section

In Session #4, you, the Logistics Section Chief, the Operations Section Chiefs and the Operations Section Team Leads were trained in the methodology to:

- Document Your Agency's Influenza Pandemic Preparation Phase by -
  - Defining your continuity planning assumptions
  - Identifying appropriate continuity strategies you will apply to each **Operations Section Team** function / service, and where appropriate, the process (as defined in Session #2 and the COOP Development Assignment issued to the Operations Section after Session #2)
  - Detailing the steps necessary to implement these strategies, along with the resource requirements and external dependencies your Agency will have on others to implement them
  - Mapping each function / service / process to a defined strategy or set of strategies
- Prepare Your Agency's Influenza Pandemic Response Phase by -
  - Setting the triggering condition for the execution of each defined continuity strategy

Please forward "Session Four Follow Up – Operations Section Team Leads.pdf" and "Session Four Follow Up - Editable Forms.doc" to all of your Agency's **Operation Section Team Leads**. These are their instructions and editable worksheet tables to complete for all functions / services / processes within their Section Team's area of responsibility. When done, they are to review these with the Operations Section Chief and then return the completed forms in electronic format to you for incorporation in your Agency's COOP Template.

It is the design of the COOP template to have a Chapter for each Operations Section Team and for each Administration Section Team. These will detail the functions and services for which they are responsible and the specific means by which each will be sustained at levels appropriate to meet your defined Agency Influenza Pandemic Mission Statement. Please reference Session Two COOP Development Assignments for information relative to the worksheets to identify and prioritize Section Team functions and services.





## 2. Functional Continuity Chapters – Administration Section

It is your responsibility as Planning Section Chief to meet with your Agency Administration Section Chief and any appointed Administration Section Team Leads to employ this methodology in selecting and documenting the continuity strategies for the functions / services (and processes, as appropriate) within their span of control.

Make the same forms provided for this purpose to the Operations Section Team Leads available to your Administration Section Chief / Team Leads. Ask them to modify all Operations Section references to Administration Section.

## 3. Session #3 Follow Up

Templates to complete the Session #3 Follow Up Assignments for each of your Agency's Command Support Staff will be issued to you for distribution shortly. Upon receipt, please direct these to the Command Support Staff.

## 4. COOP Plan Template

The template with completion instructions will be issued to you in mid-January. This template will have place holders for all of the documents associated with COOP Development Assignment throughout this training program. Please submit your Agency's COOP Plan draft to the COOP Planning Subcommittee of the Pandemic Influenza Strategic Planning Group by **February 14, 2007**. Send these in care of Peggy Zabawar ("Peggy Zabawar" <peggy.zabawar@ct.gov>).

## 5. Plan Review, Approval and Certification

Once the Operations and Administration Section Team Leads have submitted their completed Session #4 worksheets, it is recommended that you, as Planning Section Chief, convene a meeting of your Agency's Incident Management Team (IMT). Invite both General and Command Support Staff to review the planning assumptions made and continuity strategies selected. Where appropriate, seek confirmation from your subject matter experts that these assumptions are valid. Any assumptions or strategies that are tentative subject to action by another Agency should be tracked to resolution with that Agency by the Command Support Staff Officer or Section Chief responsible.

When the IMT is satisfied that appropriate measures are in place, you and the Incident Commander should present your Agency's plan to your Agency Head for approval. With that approval, your Agency may certify to the COOP Planning Subcommittee of the Pandemic Influenza Strategic Planning Group that you have met the Governor's requirement for an Influenza Pandemic Continuity of Operations Plan.

